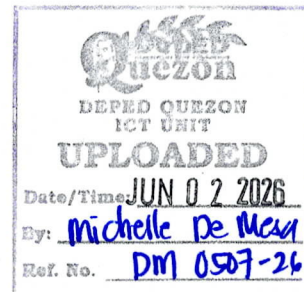




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



01 June 2026

DIVISION MEMORANDUM

No. 0507, s. 2026

**DOCUMENTARY REQUIREMENTS FOR THE GOVERNMENT RECOGNITION
OF PRIVATE BASIC EDUCATION INSTITUTIONS OFFERING
THE SENIOR HIGH SCHOOL (SHS) PROGRAM**

To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Public Schools District Supervisors
Private School Heads/Administrators
All Other Concerned

1. Pursuant to Regional Memorandum No. 329, s. 2026, titled “*Documentary Requirements for the Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program*,” this Office, through the School Governance and Operations Division - Social Mobilization and Networking section, hereby informs all concerned parties of the required documents for the government recognition of private basic education institutions offering the SHS program.
2. The documentary requirements provided as a checklist in Enclosure No. 1 of RM No. 329, s. 2026 shall serve as a guide to ensure that applicant schools comply with DepEd quality standards to enhance the delivery of basic education. These requirements also serve as objective benchmarks for assessing institutional compliance with regulatory standards, promoting the continuous improvement of systems, competencies, and overall school operations.
3. The submission of documents shall be open from July 1, 2026 to September 30, 2026 at the Private School Section. The ocular inspection for applicant schools will be conducted from November 9, 2026 to December 18, 2026.
4. Specific schedules for school visits will be directly communicated to the concerned districts and schools to ensure proper coordination and the smooth facilitation of monitoring and ocular inspection activities.



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

Facebook: DepEdTayoQuezon

Website: www.deped.quezon.com.ph

Email Address: quezon@deped.gov.ph





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5. In line with this, an Online Orientation to be attended by School Administrators, School Heads, Registrars, and Chief Advisers of private schools will be conducted on **June 26, 2026, at 10:00 a.m.** via Zoom to discuss monitoring protocols and other relevant guidelines. The zoom meeting credentials are provided below.

Meeting ID: 853 4561 4749

Passcode: 123456

6. Attached herewith is Regional Memorandum No. 329, s. 2026, for comprehensive details and guidance.
7. Immediate and widest dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

SGODSMN/06/01/2026



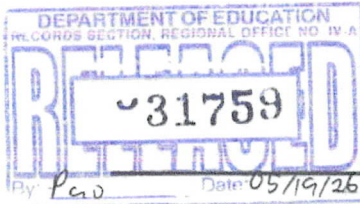
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

11 May 2026

Regional Memorandum
No. 329, s. 2026

**DOCUMENTARY REQUIREMENTS FOR THE GOVERNMENT
RECOGNITION OF PRIVATE BASIC EDUCATION
INSTITUTIONS OFFERING THE SENIOR
HIGH SCHOOL (SHS) PROGRAM**

To: **Schools Division Superintendents**
Private School Administrators
All Others Concerned

1. Pursuant to **DepEd Order No. 012, s. 2026** on the Government Recognition of Private Basic Education Institutions offering the Senior High School (SHS) Program, and **DepEd Order No. 88, s. 2010**, which provides that all private educational institutions shall be subject to reasonable supervision and regulation by the Department, as well as **DepEd Memorandum No. 12, s. 2026** on the Full Implementation of the Strengthened Senior High School Curriculum in School Year 2026-2027, this Office, through the Quality Assurance Division (QAD), hereby issues the processing sheet for the Government Recognition of Private Basic Education Institutions offering the Senior High School Program.
2. The Documentary Requirements for Government Recognition of Senior High School Program in a form of checklist in Enclosure No. 1, shall be used as a guide to ensure that the schools applying for recognition comply with DepEd quality standards to enhance the delivery of basic education. These requirements shall also serve as objective benchmarks in assessing institutional compliance with regulatory standards and in promoting the continuous improvement of systems, competencies, and overall school operations.
3. The duly accomplished mandatory documentary requirements to be submitted by the applicant private SHSs, shall be filed on or before December 31 preceding the intended SY of implementation.
4. Attached is DepEd Order No. 12 s. 2026 titled Government Recognition of Private Basic Education Institutions offering the Senior High School (SHS) Program.
5. For more information and details, please contact Quality Assurance Division through telephone number (02) 8682-2114 or email at qad.calabarzon@deped.gov.ph.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

6. Immediate dissemination of and strict compliance with this Memorandum is desired.


CARLITO D. ROCAFORT
Director IV

05/ROQ6



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

Enclosure No. 1 of Regional Memorandum No. ____, s. 2026

**CHECKLIST OF REQUIREMENTS FOR THE GOVERNMENT
 RECOGNITION OF PRIVATE BASIC EDUCATION
 INSTITUTIONS OFFERING THE SENIOR
 HIGH SCHOOL (SHS) PROGRAM**
(DepEd Order Nos. 012, s. 2026)

Name of School: _____
School Address: _____
School ID: _____
Name of School Head: _____
Contact No. of School Head: _____
Division: _____
Date of Evaluation: _____
SHSCurriculum: _____
Strand(s)/Track(s): _____

Mandatory Documentary Requirements	Status of Submission (To be filled-out by the SDO counterpart; Check if complied)	Status of Submission (To be filled-out by the RO evaluator; Check if complied)	Remarks
1. Valid SHS Government Permit			
2. Signed Letter of Intent addressed to the RD, through the Schools Division Superintendent, specifying the: a. SY of Intended Government Recognition; b. Tracks being offered; and c. For PSOs, additional subjects or curricular requirements mandated by the host country.			



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 Website: depedcalabarzon.ph



Certificate No. DED-CMC

<p>3. Privacy Notice for PBEIs, to be placed at the front of the application, using the prescribed template, pursuant to RA No. 10173, also known as Data Privacy Act of 2012</p>			
<p>4. Declaration of Data Privacy Compliance using the prescribed template, pursuant to RA No. 10173</p>			
<p>5. Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the Documents Submitted, using the prescribed template, duly notarized and sworn before a public officer authorized to administer oaths, pursuant to Section 41 of EO No. 292, as amended by Republic Act No. 6733 and further amended by RA No. 10755, also known as Administrative Code of 1987.</p>			
<p>6. Approved SHS Class Programs, duly signed and approved by the School Head</p>			
<p>7. Proposed school calendar, following the provisions of RA No. 7797, RA No. 11480, and DO No. 12, s. 2015 titled, Multi-Year Implementing Guidelines on the School Calendar and Activities or DO No. 09, s. 2026 titled, Guidelines on the Implementation of the Three-Term School Calendar in basic Education, as applicable, duly signed by the School Administrator</p>			

<p>8. A copy of the notarized Memorandum of Understanding (MOU) and/or Memoranda of Agreement (MOA) for partnership arrangements relative to the SHS Program Implementation, or Manual of capstone for the non-immersion track, if any</p>			
<p>9. Fully Accomplished Personnel Profile: Administrative, Teaching and Non-Teaching Personnel, using the attached form (DO No. 12, s. 2026 – Annex D)</p>			
<p>10. Latest approved Tuition and Other School Fees, duly signed by the Regional Director or Assistant Regional Director</p>			
<p>11. Board Resolution certified by the Corporate Secretary and approved by the Board of Directors/Board of Trustees</p>			
<p>12. Authenticated copies of the Securities and Exchange Commission (SEC) Certificate of Incorporation, Articles of Incorporation, and By-Laws, with an updated General Information Sheet. For PSOs, these documents shall be issued by either the Philippine SEC or by the appropriate counterpart agency in the host country</p>			
<p>13. Certificate of Occupancy (Educational/Institutional /Commercial);</p>			

<p>14. A Valid Certificate of Title under the name of the school for the school site. If not applicable,</p> <ul style="list-style-type: none"> a. A duly executed Deed of Sale; or b. A duly executed Deed of Donation; or c. A duly executed Deed of Usufruct for a guaranteed period of not less than 15 years; or d. A duly executed Lease with an initial guaranteed period of not less than 15 years. <p>*Annotated CTC of the title within 1 year</p>			
<p>15. If there is a pending criminal case before the court, official clearance issued by the Legal Division under the Office of the Undersecretary for Legal and Legislative Affairs</p>			
<p>16. If the private school SHS is located within an Indigenous Cultural Community/Indigenous Peoples' (ICC/IPs), the following documents shall be included:</p> <ul style="list-style-type: none"> i. A community resolution signed by community leaders of the IP community/ies signifying their request and Free and Prior Informed Consent (FPIC) for the private SHS to be established in their community; and ii. The needed document from National Commission on Indigenous Peoples (NCIP) attesting the validation of the FPIC process undergone by the community. 			

17. For PSOs: PSOs Information Sheet			
18. For PSDS Authenticated and verified copy of permit, authority, or license to operate issued by the appropriate agency of the host government; and if the document is not in English, it shall be accompanied by an official English translation, duly certified or authenticated; and			
19. For PSOs: Endorsement from the Philippine Embassy or Consulate exercising jurisdiction over the host country, with corresponding comments and/or recommendations as may be deemed necessary, endorsed to DEpEd through the Inter-Agency Committee on Philippine Schools Overseas (IACPSO) Secretariat.			

Findings and Recommendations:

Evaluated:

Processor / SDO In-Charge of Private Schools
 (signature over printed name and designation)

 Date

Noted:

Chief Education Supervisor – SGOD

 Date

Reviewed:

Processor / QAD In-Charge of Division
(signature over printed name and designation)

Date

Validated:

Chief Education Supervisor - QAD

Date